

## Tennessee Department of Education Operating Procedures (5.502c) Educator Licensure Policy – Transition Procedures Active Licenses

### Overview

In July 2015, the Tennessee State Board of Education approved a new policy regarding educator licensure. In some instances, an educator with an initial license (e.g., transitional, apprentice) may qualify to advance to the professional license. In other instances, an educator holding an initial license may be issued a practitioner license, the new form of initial licensure. **This document is designed to help key stakeholders understand how educators with active licenses will transition to the new license types under the new policy.**

Beginning Sept. 1, 2015, the initial license issued to all educators will be the practitioner license. There are three categories of the practitioner license: Practitioner Teacher, Practitioner School Services Personnel, and Practitioner Occupational Teacher. After meeting specific requirements, educators will be eligible to apply for advancement to a professional license. Next steps for applying an initial practitioner license or advancing to a professional license can be found on our [website](#).

If after reviewing this document, you have questions about the transition, please contact the Office of Educator Licensure (OEL) at [education.licensing@tn.gov](mailto:education.licensing@tn.gov). Information may also be found on our [website](#).

### Reactivating an Expired or Inactive License

For information on how to reactivate a license that has expired, please review the Operating Procedures document 5.502d, which can be found here on our website.

## Directions for Using this Document

This document includes a series of tables each of which explain how a license will be converted or advanced based on an educator’s license type (e.g., apprentice, professional).

**Step 1: Identify the table you need based on the educator’s current license type.** The top row of each table identifies the type of license currently held by the educator. In order to locate information about a specific licensure transition scenario, start by identifying the correct table associated with the educator’s current license type.

**Step 2: Determine the educator’s status for each requirement.** In the left column of each table, you will find the requirements for renewal and advancement. Choose the educator’s status for each of the requirements listed. **An x in the box to the right of the criterion indicates that the educator does not meet that criterion, while a √ shows that the educator does meet that criterion.**

**Step 3: Identify the outcome.** The bottom row of each table (highlighted in red) provides the possible outcomes associated with the combination of requirements that the educator has met or not met.

For example, the table below may be used for educators who currently hold an active apprentice license (**Step 1**). Educators are required to accrue 30 professional development points (PDPs) or obtain approval from a Director of Schools and must have three years of acceptable experience in order to advance the license (**Step 2**). The possible outcomes are listed at the bottom of the table. In this case, there are two possible outcomes: a) convert to a practitioner license or b) advance to a professional license. To determine which outcome is applicable for the educator, find the correct combination of requirement responses applicable to the educator (**Step 3**).

Apprentice License			
<b>Eligibility Requirements:</b>			
1) Obtained 30 PDPs <b>or</b> Director of Schools signature	x		√
2) Obtained 3 years of acceptable experience	x	√	x
<b>Licensure Transaction:</b>	Convert to Practitioner (Second Issuance)		Advance to Professional License

**Below are the four possible combinations and their associated licensure transition outcome:**

- A.** If an educator has not accrued 30 PDPs **or** obtained approval from a Director of Schools (x) and has not obtained three years of acceptable experience (x), the educator’s license will convert to practitioner (second issuance).
- B.** If the educator has not accrued 30 PDPs **or** obtained approval from a Director of Schools (x) and has obtained three years of acceptable experience (√), the educator’s license will convert to practitioner (second issuance).
- C.** If the educator has accrued 30 PDPs **or** obtained approval from a Director of Schools (√) and has not obtained three years of acceptable experience (x), the educator’s license will convert to practitioner (second issuance).
- D.** If the educator has accrued 30 PDPs **or** obtained approval from a Director of Schools (√) and has obtained three years of acceptable experience (√), the educator’s license will advance to a professional license.

## Apprentice License

The Apprentice License is a full license and valid for 5 years. The license will be converted to a Practitioner license, or advanced to a Professional License, based on what eligibility requirements the educator meets.

Apprentice License			
<b>Eligibility Requirements:</b>			
1) Obtained 30 PDPs or Dir. of Schools signature	x		√
2) Obtained 3 years of acceptable experience	x	√	x
<b>Licensure Transaction:</b>	Convert to Practitioner (Second Issuance)		Advance to Professional License

## Apprentice Occupational License

The Apprentice Occupational License is a full license and valid for 5 years. The license will be converted to a Practitioner Occupational License, or advanced to a Professional Occupational License, based on what eligibility requirements the educator meets. **Applicants must meet all requirements to advance or the license will be converted to the Practitioner Occupational License (Second Issuance).**

Apprentice Occupational License		
<b>Eligibility Requirements:</b>		
1) Obtained current/valid industry certification where required	x	√
2) Obtained 30 PDPs or Dir. of Schools signature	x	√
3) Obtained 3 years of acceptable experience	x	√
4) Completion of an educator prep program designed to meet the skills and knowledge for teacher preparation	x	√
5) Attended five day New Teacher Training Sponsored by CCTE, Tennessee Department of Education	x	√
6) Assigned mentor during the first three years of teaching	x	√
<b>Licensure Transaction:</b>	Convert to Practitioner Occupational (Second Issuance)	Advance to Professional Occupational

## Professional License

The Professional License is a full license valid for 10 years if issued prior to September 1, 2015. The Professional License can be renewed based on accrual of PDPs.

Professional License		
<b>Eligibility Requirements:</b>		
1) Accrued 60 PDPs	x	√
<b>Licensure Transaction:</b>	Becomes Inactive	Renew Professional License

## Professional Occupational License

The Professional Occupational License is a full license valid for 10 years if issued prior to Sept. 1, 2015. The Professional Occupational License can be renewed based on industry certification and PDPs.

Professional Occupational License		
<b>Eligibility Requirements:</b>		
1) Obtained current/valid industry certification where required	x	√
2) Accrued 60 PDPs	x	√
<b>Licensure Transaction:</b>	Becomes Inactive	Renew Professional License

## Interim B License

The Interim B License is issued to an individual who is employed prior to submitting qualifying scores on the assessments required for obtaining full licensure. The Interim B Licenses can be converted to either a Practitioner or Professional License based on meeting the requirements below.

Interim B						
Eligibility Criteria:						
1) Earned passing scores on all required Praxis exams	x			√		
2) Years of acceptable experience	<2 years	2 years	3 or >3 years	< 3 years	3 or >3 years	3 or >3 years
3) Obtained 30 PDPs or Dir. of Schools signature	N/A			N/A	X	√
<b>Licensure Transaction:</b>	Convert to Practitioner License (First Issuance)	Convert to Practitioner License (Second Issuance)	Becomes Inactive	Convert to Practitioner License (Second Issuance)		Advance to Professional

## Interim D License

The Interim D License is issued to an individual who is employed while completing internship requirements. The Interim D licenses can be converted to either a Practitioner or Professional License based on meeting the requirements below.

Interim D						
Eligibility Requirements:						
1) Completed internship (Recommendation from EPP)	x			√		
2) Years of acceptable experience	<2 years	2 or >2 years	<3 years	3 or >3 years	3 or >3 years	
3) Obtained 30 PDPs or Dir. Of Schools signature	N/A		N/A	x	√	
<b>Licensure Transaction:</b>	Convert to Practitioner License (First Issuance)	Convert to Practitioner License (Second Issuance)	Convert to Practitioner License (Second Issuance)		Advance to Professional	

## Out-of-State License

The out-of-state license is a full license and valid for 5 years. The license will be converted to a Practitioner license, or advanced to a Professional License, based on what eligibility criteria the educator meets.

Out-of-State License			
Eligibility Requirements:			
1) Obtained 3 years of acceptable experience	x		√
2) Obtained 30 PDPs or Dir. of Schools signature	x	√	x
<b>Licensure Transaction:</b>	Convert to Practitioner (Second Issuance)		Advance to Professional License
		Convert to Practitioner (Second Issuance)	

## Transitional License

The Transitional license is issued at the request of a superintendent/director of schools for an educator who will be employed while completing licensure requirements. The license is issued for one school year at a time and may only be renewed two times for a maximum of three years. The three tables below are organized based on the number of years of experience an educator has when they are converting their license.

Transitional License - 1 year of experience			
Eligibility Requirements:			
1) Enrolled in Preparation Program	x	√	
2) Completed Preparation Program	x	x	√
3) Earned passing scores on all required Praxis exams	N/A	N/A	x
4) Obtained 30 PDPs or Dir. of Schools signature	N/A	N/A	
<b>Licensure Transaction:</b>	Becomes Inactive License	Issue Practitioner (First Issuance)	

Transitional License - 2 years of experience					
<b>Eligibility Requirements:</b>					
1) Enrolled in Preparation Program	x	√			
2) Completed Preparation Program	x	x	√	x	√
3) Earned passing scores on all required Praxis exams	x	x		√	
4) Obtained 30 PDPs or Dir. of Schools signature	N/A	N/A			
<b>Licensure Transaction:</b>	Becomes Inactive License	Issue Practitioner (Second Issuance)			

Transitional License - 3 years of experience					
<b>Eligibility Requirements:</b>					
1) Enrolled in Preparation Program	√				
2) Completed Preparation Program	x		√		
3) Earned passing scores on all required Praxis exams	x	√	x	√	
4) Obtained 30 PDPs or Dir. of Schools signature	N/A		N/A	X	√
<b>Licensure Transaction:</b>	Becomes Inactive License		Becomes Inactive License	Convert to Practitioner (Second Issuance)	Advance to Professional License